



Civil Service Commission

Monroe County, New York

Jean Carrozzi
Chairperson

Brayton McK. Connard, SPHR
Executive Director

June 23, 2016

SEAN A. FLESCH
2137 MONROE AVE.
APT. 4
ROCHESTER, NY 14618

Dear Applicant:

Your application has been approved for the following examination: **NETWORK TECHNICIAN, NT-0701-16, 18313.**

There will be no written or oral test for this examination. Your examination score will be based on an evaluation of your training and experience. To have your training and experience evaluated, you must submit the appropriate Training and Experience (T&E) Questionnaire **by midnight on July 31, 2016. The questionnaire will be available on July 1, 2016.**

This examination is being administered online. You can complete the required Training and Experience Questionnaire online by visiting the New York State Department of Civil Service web-site at www.cs.ny.gov. The following steps will take you to the Training and Experience Questionnaire.

- From the State Department of Civil Service home page, click on the "**Job Seekers**" link. This will take you to a web page related to jobs in public service. Select "**Employment Opportunities with New York State Local Governments.**" Once there, select the "**Information for Approved Local Candidates**" link.
- This will take you to a page titled "**Online Examinations for Local Government Positions.**" From this page, you should then click on the "**Begin your examination**" link. This will take you to the page titled "**On-line Training and Experience Exam Selection.**" You will be directed to a log-in page from which you can login and access the examination for which you have been approved.
- Follow the directions given on the login page concerning a Civil Service User ID and Password. If you have not previously obtained an ID and Password, you **must** click on the "**Create an Account Now**" link. Online instructions will be provided to you on how to obtain your ID and Password. These steps are needed to complete an online questionnaire. They protect the information you will be asked to provide during the examination process and ensure complete confidentiality and security.

Once you have accessed the site and entered your candidate information, you will be able to view and complete the Questionnaire. It is recommended that you print a summary of the information you saved for your records.

Remember, the Training and Experience Questionnaire **must be submitted by midnight, July 31, 2016.**

If you have any questions about this matter, **please call Monroe County Department of Human Resources at 585-753-1700.**

Respectfully,

Monroe County Civil Service Commission